

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting September 21, 2016

16-9-21-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, September 21, 2016. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:30 p.m. in Conference Room 10, Indiana Government Center South-First Floor.

Members present constituting a quorum: Christopher Anderson, Designee for Mike Pence, Governor; Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Chandler Lighty, Director, Indiana Historical Bureau; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Kurt Webber, Lay Member.

Members absent: Mallory Long, Designee for Connie Lawson, Secretary of State; Jacob Speer, Director, Indiana State Library.

Commission staff in attendance: Valerie Michael, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

16-9-21-02

NEXT MEETING

Luke Britt announced the next meeting would be held October 19, 2016 at 1:30 p.m. in Conference Room 10, Indiana Government Center South, 1st Floor.

16-9-21-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Erin Kellam to approve the minutes of the July 20, 2016 meeting. Motion carried.

16-9-21-04

OLD BUSINESS

None

16-9-21-05

DIRECTOR'S REPORT

Jim Corridan reported the Indiana Archives and Records Administration continues to move forward to the new facility by IUPUI and our goal is to move in that facility in December, 2018 if everything falls into place. Mr. Corridan stated the facility should be completed in late August 2018, and then the move would take place with a public opening on December 11, 2018.

Jim Corridan stated the inventory is moving forward and they hope to have the public access available within the next 45 days.

16-9-21-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. AUDITOR OF STATE

A motion was made by Mike Bozymski and seconded by Jim Corridan to approve Schedule No. 1 as submitted. Motion carried.

2. LOTTERY COMMISSION

A motion was made by Chandler Lighty and seconded by Kurt Webber to approve Schedule No. 2 as submitted. Motion carried.

3. STATE MUSEUM & HISTORIC SITES CORPORATION, INDIANA

All Divisions

A motion was made by Erin Kellam and seconded by Jim Corridan to approve Schedule No. 3 as submitted. Motion carried.

4. COUNTY/LOCAL GENERAL RETENTION SCHEDULE (GEN)

A motion was made by Jim Corridan and seconded by Kurt Webber to approve Schedule No. 4 as submitted. Motion carried.

5. CITIES AND TOWNS (CT)

A motion was made by Kurt Webber and seconded by Chandler Lighty to approve Schedule No. 5 as submitted. Motion carried.

6. EDUCATIONAL INSTITUTIONS (EDS/EDS/EDC)

A motion was made by Jim Corridan and seconded by Erin Kellam to approve Schedule No. 6 as submitted. Motion carried.

16-9-21-07

NEW BUSINESS

1. Readoption of Administrative Rule 60 IAC-2

A motion was made by Jim Corridan and seconded by Mike Bozymski to readopt AR 60 IAC-2. Motion carried.

2. Review of Proposed Public Safety Retention Schedule

Jim Corridan stated this schedule is for the information of the Oversight Committee on Public Records to review. Mr. Corridan stated this schedule covers the police dept., sheriff's dept., fire dept.

Luke Britt asked who has been contacted concerning the proposed schedule. Mr. Corridan stated part of this came from Fort Wayne Police Dept., Fort Wayne Sheriff's Dept., the Sheriff's Association.

16-9-21-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:40 p.m.